

South Carolina End-of-Course Examination Program (EOCEP)

Electronic and Online Access Reporting

District Self-Certification Checklist

District Tasks to be Completed	Reference Guide/Manual
Awareness and Planning	
<u>Access Reporting and Electronic Testing</u>	
The District Test Coordinator and the District Technology Coordinator are aware of the schools choosing to administer the EOCEP on-line for the Fall '04 administration.	
The District Test Coordinator and the District Technology Coordinator have reviewed the Infrastructure Guidelines and have verified compliance at each school participating in the online delivery of the EOCEP.	
The District Technology Coordinator and the District Test Coordinator have met at least once to discuss the technology and assessment aspects of online EOCEP testing.	
Verify that all appropriate personnel have been assigned appropriate access to eMeasurement Services	EOCEP On-line Access Manual
Verify that designated personnel know how to access the Electronic Testing and Access Reporting Manual for the South Carolina End-of-Course Examination Program (EOCEP).	EOCEP On-line Access Manual
Verify that the eMeasurement Services administrative functions are accessible (with appropriate login and password) from within the district/school network(s).	
<u>Electronic Testing Only</u>	
Security issues relative to proctoring the electronic exam have been discussed and a plan implemented.	
The District Technology Coordinator has determined the amount of bandwidth needed for testing.	Infrastructure Guideline 7.0
The District Technology Coordinator has analyzed the Network to determine if network bottlenecks exist.	Infrastructure Guideline 7.0
Client Platforms	
<u>Access Reporting and Electronic Testing</u>	
School meets or exceeds the minimum Hardware Platform requirement.	Infrastructure Guideline 3.0
School meets or exceeds the minimum requirement for Operating District/Browser Combination for the Administrative and Electronic Components.	Infrastructure Guideline 4.0
Adobe Acrobat Reader has been installed on all Test Administrators' workstations.	Infrastructure Guideline 5.0
If a firewall is used, appropriate destination/port/protocol combinations are allowed through the firewall.	Infrastructure Guideline 8.0
If content filtering software is used, appropriate domain names are allowed through without filtering.	Infrastructure Guideline 8.0
Any proxy servers have been checked to ensure that the appropriate URLs are not blocked.	Infrastructure Guideline 8.0
<u>Electronic Testing Only</u>	
Ensure that TestNav has been downloaded in your system.	
School meets or exceeds the minimum requirement for Operating District for the TestNav Delivery Component	Infrastructure Guideline 4.0
A graphics enabled printer is available for printing test tickets (color is not required)	
Macromedia Flash 5.0 has been installed in order to view the TestNav tutorial. (Optional)	Infrastructure Guideline 5.0

The School Technology Coordinator is aware of the applications that must be disabled prior to testing.	Infrastructure Guideline 7.0
Client machines have TCP/IP installed and the network is capable of routing traffic to the Internet.	Infrastructure Guideline 7.0
The School Technology Coordinator has determined the amount of bandwidth needed for testing. (eMeasurement Services products are not dependent on the type of LAN technology used. Token Ring, Ethernet, and Wireless Ethernet (802.11b) are all known to work well. Most LANs run at speeds of 1)Mb/s or greater. This should be sufficient bandwidth on the LAN for testing.)	Infrastructure Guideline 4.0
The School Technology Coordinator has analyzed the network to determine if network bottlenecks exist.	
School Tasks to be Completed	
Awareness and Planning	
The School Test Coordinator and the School Technology Coordinator have reviewed the Infrastructure Guidelines and have verified compliance for the online delivery of the EOCEP.	
The School Test Coordinator and School Technology Coordinator have met to discuss the technology, security and assessment aspects of online EOCEP testing.	
Security issues relative to proctoring the electronic exam have been discussed and a plan implemented.	